

# Education Design Lab

## Role Description for HBCU Project Manager

Are you a change agent with a passion for preparing college students for the future?

Do you love managing the day-to-day details of multi-faceted, dynamic projects and working in an open, fast-paced environment?

### The Role

The Education Design Lab is seeking a **HBCU Project Manager with at least 7 years of experience** for an exciting position that could help redefine future learning models for traditional colleges. You will act as primary project lead and coordinator for a unique multi-university design challenge (with historically black colleges and universities) and as support on a range of initiatives to help students to be better prepared for today's and tomorrow's careers. The project will pioneer ways to weave experiential 21<sup>st</sup> century skill learning and career preparation into the student journey.

### What will you do?

The Project Manager will manage and organize all aspects of new design challenges with higher education institutions. It will involve considerable planning, implementation and tracking. You will be asked to manage the scope, timeline, outputs and expectations and communicate them to the appropriate stakeholders. Central to this work will be the ability to define and maintain an ongoing workflow and arc of the engagement, manage communication across university teams and external stakeholders (e.g., employers, tech providers, funders). You will work directly with university team leaders and team members to guide them through a meaningful human-centered design process. And you will pull in experts from the Lab and externally to help design the process and synthesize learnings. This design challenge stems from the work of two other Lab challenges:

<http://eddesignlab.org/design-challenges/uncf-career-pathways/>

<http://eddesignlab.org/badgingchallenge/>

### What skills are we looking for?

- Project management ninja skills. You will have to bring structure and accountability to an intensive design process that will yield pilots by Fall 2018.
- Significant experience in/around higher education, career planning and innovation that will inspire confidence in our partners and clients.
- Primary 21st Century Skills: cross-cultural competency, oral, written communication, creative problem solving, collaboration.
- Attention to detail; ability to quickly organize and prioritize tasks; comfort with juggling complex long-term goals and immediate needs

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- Ability to keep diverse stakeholders informed and engaged about progress, ideas, needs, changes
- Ability to be nimble, manage and redirect project as needed

### **This may be an excellent opportunity for you if:**

- You have experience conceptualizing and managing projects with HBCU's or Minority Serving Institutions (MSIs), and or program and/or career development experience with African American students.
- You have expertise in project management, leading projects with diverse stakeholders through ambiguity and seeing them through to completion.
- You are looking for an opportunity to impact the skills gap and school to work pipeline.
- You are an innovator in spirit, constantly thinking 'what if.'
- You have experience in design thinking and or change management, or at least are interested in practicing and learning more about human-centered design.

Because we work in the white spaces of education, our team comes from a range of professional backgrounds and interests. Below are some of these different professional and knowledge areas that we look for in applicants:

- Higher ed (administration, policy, and/or research)
- Non-profit management and development (grant management, proposal writing)
- Start-ups (edtech)
- Journalism (professional and free-lance)
- Marketing (social media marketing, content marketing)
- Graphic design and visual storytelling
- Design thinking

### **Important!**

This position is based in Washington, DC. It can be full-time or structured as a full-time one-year contract. Some travel required. Availability by early January, 2018 is essential. Please submit resume, project management samples and other relevant materials no later than December 7. Applications will be reviewed on a rolling basis.

### **About the Lab**

# **Education** Design Lab

## Role Description for HBCU Project Manager

The Education Design Lab is situated in a co-working space in DuPont Circle, Washington DC. We are a growing national non-profit working to help “intra-preneurs” and entrepreneurs reimagine higher education to meet the changing needs of America’s learners. Traditional and new learning institutions face complex challenges. We work across several key areas that are making change possible: from micro-credentialing to experiential learning and 21<sup>st</sup> century skill development, from student supports to seamless transfer pathways. We are committed to creating new models and building institutions’ capacity to adapt as workforce and consumer demands quickly evolve.

### **Applying**

We are looking to hire immediately. Our offices are in the Make Offices coworking space at 1200 18th ST NW, Washington DC. Send resumes to Tara Lifland at [tlifland@eddesignlab.org](mailto:tlifland@eddesignlab.org).

### **Equal Opportunity Employer**

The Education Design Lab is an equal opportunity employer; applicants are considered for all roles without regard to race, color, religious creed, sex, national origin, citizenship status, age, physical or mental disability, sexual orientation, marital, parental, veteran or military status, unfavorable military discharge, or any other status protected by applicable federal, state or local law.